

NOZALA TRUST

NATIONAL PROGRAMME FACILITATOR

JOB DESCRIPTION

KEY PERFORMANCE AREAS

1. Contribution to the design and development of the Enterprise Development Support Programme
 - Facilitate the community situational analysis and asset mapping process
 - Provide practical and strategic input into the conceptualization of the Enterprise Development Support Programme
 - Lead the roll-out and implementation of the Enterprise Development Support Programme
2. Coordinate and manage the institutional capacity building
 - Facilitate the development and implementation of training
 - Oversee manage the provision and implementation of project start-ups
 - Coordinate the provision of technical support, advice and coaching to provincial coordinators and project teams
 - Coordinate the processes of linking projects to market opportunities
3. Facilitate the project development and management cycle
 - Lead the processes of project identification, appraisal, development, and implementation
 - Coordinate the development, implementation of technical support, advice, and coaching processes
 - Documentation and report writing
4. Lead and oversee monitoring and evaluation of project development process
 - Implement the processes for managing project support in terms of input, output, and outcome
 - Oversee the alignment of conceptual framework to contextual background
 - Lead the evaluation of the projects, people, and processes.
5. Stakeholder engagement and management
 - Facilitate the identification, analysis, and involvement of strategic implementation partners
 - Facilitate, develop, and implement stakeholder/partners engagement processes
 - Manage and develop multi-stakeholder relationships
6. Develop and manage information related to project development
 - Create and manage systems (database, baseline information) for project development support

- Oversee the administration of the financial and other resources for project development

Qualifications:

- Matric (Grade 12) PLUS Bachelor's Degree or Hons in Development Studies or Social Science

Required Skills:

- Excellent interpersonal and communication skills (written and verbal)
- Proficiency in the English language
- Demonstrated ability in public speaking and presentations
- Must be innovative and goal driven with strong problem-solving skills
- Ability to lead in an environment of constant change
- Highly developed and demonstrated teamwork skills
- Strong work ethics
- Sound human relations
- Three years working experience in development work

Recommendations:

- Female
- Fluency in Sepedi/Setswana/Sesotho, Zulu/Xhosa, and English
- Drivers licence Code EB (8)
- South African Citizen

NB The incumbent will be expected to travel throughout the country and work beyond normal working hours when required. Nozala Trust offices are based in Johannesburg.

All Applications should be sent to recruitment@nozalatrust.co.za

Deadline 16 August 2024